

**The American Federation of Teachers, AFL-CIO
555 New Jersey Avenue, NW
Washington, D.C. 20001**

AFT LOCAL CONSTITUTION

ARTICLE 1

This organization shall be known as AFT Number: 6004

**CAMPTON EDUCATIONAL SUPPORT PERSONNEL ASSOCIATION
(C.E.S.P.A.)**

ARTICLE 2

OBJECTIVES

The purpose of this organization shall be:

**Section 1. To secure full trade union rights for all employees who are eligible
for membership.**

**Section 2. To advance the economic, social and political well being of the
membership.**

**Section 3. To promote the improvement of standards in the employment situation of
the membership.**

**Section 4. To encourage mutual understanding and cooperation among the
membership.**

Section 5. To promote the interests of citizens who are served by the membership.

Section 6. To promote democracy and equality in the society at large.

ARTICLE 3

MEMBERSHIP

Section 1. All persons are eligible for membership who are employed as Support Staff.

Section 2. No person is eligible for membership who is employed as Administrative Assistant, Executive.

Section 3. No person shall be denied membership on the basis of sex, race, national origin, religious or political belief, or social status.

Section 4. A member may be expelled from the organization upon the bringing of written and signed charges by two or more members, who shall present such charges and documentation to the Executive Board. A majority vote of the Executive Board shall cause an expulsion hearing to be held at which the accused member shall have the right to examine and question the charges and be represented by a person of their choice. At the conclusion of the hearing a three-fourths vote of the Executive Board shall be required for expulsion. A person, who has been expelled from the organization may appeal the decision of the Executive Board to the membership by requesting a vote at the next annual meeting or election. A simple majority of the members voting shall be sufficient to over-rule the decision of the Executive Board to expel.

ARTICLE 4

ELECTION OF OFFICERS

Section 1. Every year the organization shall elect the following officers:

- A. President
- B. First Vice-President
- C. Secretary
- D. Treasurer

Section 2. The Executive Board shall conduct all general and special elections of the organization

- Section 3. 45 days prior to the date of the election the Executive Board shall notify all members of the opening of nominations for office.
- Section 4. Any member may run as a candidate for any office upon submitting his/her name to the Executive Board. Any member may submit any other member as a candidate with the nominated member having the right to decline the nomination.
- Section 5. The Executive Board shall prepare and send ballots in such manner as to insure the secrecy of the ballot no later than fifteen (15) days following the close of nominations.
- Section 6. A majority of the ballots cast shall determine election. In the absence of a majority the Executive Board shall conduct a run-off election among the two candidates who have received the most votes for the office in question using the procedure specified in Section 5.
- Section 7. Successful candidates shall assume office within seven (7) days of the conclusion of the election.
- Section 8. With the exception of the President, or in case of a recall, all vacancies shall be filled by a majority vote of the Executive Board.
- Section 9. A petition signed by sixty (60) members or thirty per cent (30%) of the membership, whichever is smaller and stating specific grounds shall be sufficient to require the Executive Board to conduct a recall election of any officer specified in the petition under the procedures in Section 5. If an officer is recalled, The Executive Board shall hold a special election under the procedures in Section 4 and 5.

ARTICLE 5

DUTIES OF OFFICERS

Section 1. The President shall:

- A. be the presiding officer at all meetings of the membership and the Executive Board.
- B. shall be an ex-officio member of all standing committees.

- C. shall appoint, with the approval of the Executive Board, the chairs of all standing and special committees.
- D. shall be responsible for the ongoing administration of the organization.
- E. shall receive, report and respond to correspondence of the organization
- F. shall be one of the responsible financial officers of the organization and shall be authorized to co-sign financial instruments of funds.
- G. shall represent the organization before bodies of the employer, executive and legislative officials.
- H. shall represent the organization before the public, community organizations and the new media.
- I. shall be, by office, a delegate to the Central Labor Council.
- J. shall be, by office, a delegate to the convention of the American Federation of Teachers and meetings or conventions of its affiliated subordinate bodies.
- K. shall make an annual report to the membership of the organization.
- L. shall be able to delegate the responsibilities of the office except where otherwise specified by the constitution.

Section 2. The First Vice-President shall:

- A. assume the duties of the President in the event of the absence, illness or death of the President.
- B. shall perform other duties as delegated by the President or assigned by the Executive Board.
- C. shall co-sign financial instruments in the absence of the President or Treasurer.

Section 3. The Secretary shall:

- A. maintain the non-financial files and records of the organization.**
- B. be the custodian of the seal and charter of the organization.**
- C. shall record and keep accurate minutes of meetings of the membership, the Executive Board.**
- D. assist the President in handling the correspondence of the organization.**
- E. maintain accurate membership records.**
- F. issue membership cards and notices of delinquency.**
- G. perform other duties as delegated by the President or assigned by the Executive Board.**
- H. perform duties of the office as required by the Labor-Management Reporting and Disclosure Act.**

Section 4. The Treasurer shall:

- A. receive, record and deposit all dues monies and other income in the name of the organization.**
- B. be one of the responsible financial officers of the organization and be authorized to co-sign financial instruments and make regular and usual disbursements of funds.**
- C. maintain all financial records of the organization.**
- D. arrange for an independent audit of the finances of the organization annually and make available same to the Executive Board and membership. (If requested by majority vote of the membership).**
- E. transmit per capita payments on a regular basis to the Secretary-Treasurer of the American Federation of Teachers and similar officers of all other bodies with which the organization is affiliated.**

- F. oversee the work of and receive reports from the Finance Committee.
- G. perform other duties as delegated by the President or assigned by the Executive Board.
- H. perform duties of the office as required by the Labor-Management Reporting and Disclosure Act.

Section 5. All officers:

- A. elected by the general membership of the organization shall serve as members of the Executive Board.
- B. with fiscal responsibility shall be bonded.

ARTICLE 6

EXECUTIVE BOARD

Section 1. The Executive Board shall meet at the call of the President or at the call of (2) or more of its members for the purpose of initiating, overseeing or revising the program of the organization and to conduct other business of the organization that is within its authority.

Section 2. Consistent with the approved budget the Executive Board shall be empowered to make contracts and incur liabilities including the purchase of services, equipment and real property, to borrow money, to secure such obligations by mortgage or other instrument, and to otherwise engage in financial transactions to the extent permitted by applicable law or statute.

Section 3. The Executive Board shall approve the chairperson and membership of all standing and special committees of the organization and receive regular reports from such committees.

Section 4. The Executive Board shall be responsible for adherence to and enforcement of the Constitution and By-Laws of the organization.

ARTICLE 7

COMMITTEES

- Section 1.** The committees of the organization shall be initiated as needed.
- Section 2.** The Executive Board on its own initiative may establish special committees
- Section 3.** The Grievance Committee shall work in the resolution of contractual and non-contractual disputes in the workplace; shall maintain records of grievances and their disposition; shall be responsible for the processing of grievances and dispute beyond the immediate work location; and shall make decisions regarding disputes to be taken to arbitration or civil remedy. The grievant may appeal these last decisions to the Executive Board.

ARTICLE 8

MEMBERSHIP MEETINGS

- Section 1.** The Executive Board shall determine the time and place, and give 14 days notice, of the annual membership meeting.
- Section 2.** Special meetings of the membership may be called by:
- A.** the Executive Board
 - B.** the petition of twenty-five (25%) per cent of the members
- Section 3.** The membership meeting shall be the supreme policy making body of the organization.
- Section 4.** The membership meeting shall have the right to initiate referenda, which shall be conducted by the Elections Committee.

ARTICLE 9

REVENUES

Section 1. The local dues of this organization shall be an amount set at an annual fall general meeting. All State and National AFT dues will be deducted automatically each pay period based on the salary schedule currently in effect, plus mandated increases in required affiliation fees and insurance premiums.

Section 2. Special assessments for specific purposes may be levied by the Executive Board provided that the actions required for a referendum have not been initiated within forty-five (45) days of the decision of the Executive Board.

ARTICLE 10

AFFILIATIONS

This organization shall maintain affiliation with the following organizations:

- A.** The American Federation of Teachers, AFL-CIO
- B.** The appropriate State Federation of the American Federation of Teachers, AFL-CIO.
- C.** The State American Federation of Labor-Congress of Industrial Organizations.
- D.** The appropriate Central Labor Councils of the American Federation of Labor-Congress of Industrial Organizations.

ARTICLE 11

RULES OF ORDER

Robert's Rules of Order, Revised, shall govern this organization and all of its subordinate bodies in all not covered by this constitution or the By-laws of this organization.

ARTICLE 12

AMENDMENT

Section 1. Any member of the organization may present a proposed amendment to any regular meeting, which shall notify the membership of the proposed amendment no later than fourteen (14) days prior to the next membership meeting.

Section 2. Two-thirds (2/3) of those members present and voting at the membership meeting shall be required for passage of the amendment.

ARTICLE 13

AVAILABILITY OF CONSTITUTION

Section 1. Three copies of this Constitution and all subsequent amendments shall be submitted to the office of the Secretary-Treasurer of the American Federation of Teachers.

Section 2. One copy shall be sent to the similar officer of each organization with which this organization is affiliated.

Section 3. The Secretary shall make available upon request a copy to any member of the organization.

